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AGREEMENT

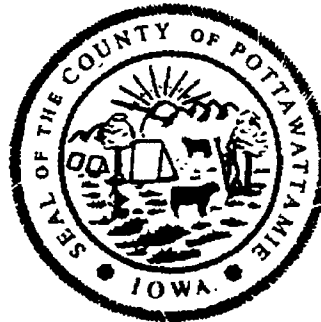
BETWEEN

POTTAWATTAMIE COUNTY, IOWA

AND

LOCAL 2364, AMERICAN FEDERATION OF STATE,

COUNTY, AND MUNICIPAL EMPLOYEES



July 1, 2007

to

June 30, 2009

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## PREAMBLE

THIS AGREEMENT is executed by Pottawattamie County, Iowa, hereinafter called "Employer", and Local 2364, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter called "Union".

## **ARTICLE I** **Recognition**

**Section 1.** The Employer recognizes the Union as the sole and exclusive bargaining representative for those employees of Pottawattamie County, Iowa, in the following bargaining unit established pursuant to Order of Certification dated November 9, 1976, in PERB Case No. 742, to-wit:

**INCLUDED:** Truck Driver I, II, III, Motor Grader Operator, Heavy Equipment Operator, Bridge Crew Leadman, Shop Leadman, Mechanic, Sign Crew Leadman, Sign Technician, Engineering Aids II, III, Construction Inspector I, II, and Heavy Equipment Operator Leadman.

**EXCLUDED:** County Engineer, Assistant County Engineer, Office Assistant, Administrative Assistant, GIS/Data Resources, Foreman, Assistant Foreman, Engineering Assistants, Chief Inspector, and all other persons excluded by Section 4 of the Act, and including or excluding those employees added or deleted to the bargaining unit by the Employment Relations Board during the effective period of this Agreement.

## **ARTICLE II** **Intent and Purpose**

**Section 1.** The Employer, the Union and the employees, recognize and declare the necessity of providing the most efficient and highest quality services for the citizens and taxpayers of Pottawattamie County.

**Section 2.** The Employer, the Union and the employees, further recognize and declare their mutual desire to promote harmonious relationships among the parties covered by this Agreement, to establish equitable and peaceful procedures for the resolution of grievances, and to assure the effective and efficient operation of Pottawattamie County.

**ARTICLE III**  
**Dues Check off**

**Section 1. Dues Deduction**

- A. Upon receipt of a voluntary written individual authorization from any Employees covered by this Agreement, on forms provided by the Union, the Employer will deduct from the pay due such employee those dues required as the employee's membership dues in the Union, and fees for Union insurance programs.
- B. Such order shall be effective only as to membership dues becoming due after the date of delivery of such authorization to the payroll office of the Employer. Deductions shall be made only when the employee has sufficient earnings to cover same after deductions for social security, federal taxes, state taxes, retirement, health insurance, and life insurance. Deductions shall be in such amount as shall be certified to the Employer in writing by the authorized representative of the Union.
- C. Such orders shall be terminable, with written notice to the Employer and the Union. either during the last two (2) weeks of the last year of each Contract or within a two (2) week period following the anniversary date of the Employee's authorization to withhold dues. The Employer agrees not to hold requests to terminate authorization for payroll dues deduction. Such deductions shall cease within sixty (60) calendar days from receipt of the Employee's notice to terminate dues deduction.
- D. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability which may arise out of any action taken or not taken by the Employer for the purposes of complying with the provisions of this section.
- E. No other employee organization shall be granted or allowed to maintain payroll deduction for employees covered by this Agreement.
- F. The Employer shall submit to the Union, with each remittance of deductions, a list of all employees having such deductions. On a monthly basis, and at no cost to the Union, the employer shall provide the Union with a list, which, in a format agreeable to both parties, shows the bargaining unit employee's name, social security number, home address, payroll number and any other information mutually agreed to.
- G. The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the union together with an itemized statement showing the name of the employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

## **ARTICLE IV**

### **Equal Opportunity**

**Section 1.** The Employer and the Union agree to cooperate fully to assure that there will be no unlawful discrimination against any employee or person seeking employment.

## **ARTICLE V**

### **Definitions**

**Section 1.** A part-time employee is an individual who is hired for a period of nineteen (19) hours per week, or less.

**Section 2.** A temporary employee is one who is hired for a period of one hundred twenty (120) consecutive calendar days, or less.

**Section 3.** Part-time employees and temporary employees are not included within the bargaining unit, are not entitled to any of the benefits of this Agreement, and shall not become regular employees unless first hired as permanent employees and thereafter successfully complete one hundred twenty (120) consecutive calendar days of service.

**Section 4.** A probationary employee is one who has not completed one hundred twenty (120) days of continuous service as a permanent employee with the Employer. During the probationary period, such employee may be discharged by the Employer without cause or explanation; any such discharge shall not be subject to grievance.

**Section 5.** A regular employee is an employee, other than a temporary employee or a part-time employee, who has completed the probationary period.

**Section 6.** Except where the context clearly indicates otherwise, the word "employee" when used in this Agreement, shall be limited to mean "regular" employee.

**Section 7.** Act shall mean the Iowa Public Employment Relations Act, as it may be amended from time to time.

**Section 8.** Union, as referred to in this Agreement, shall mean Local 2364 of the American Federation of State, County and Municipal Employees, AFL-CIO.

**Section 9.** Employer, as referred to in this Agreement, shall mean Pottawattamie County, Iowa, acting through its Board of Supervisors, or other persons designated by the Board of Supervisors to act on its behalf.

**Section 10.** Bargaining unit shall refer to the regular employees within the eligible job classifications pursuant to the Order of Certification in Case No. 742 of the Iowa Public Employment Relations Board, as it may be amended from time to time.

**ARTICLE VI**  
**Management Rights**

**Section 1.** In addition to all powers, duties and rights of the Employer established by constitutional provision, statute, ordinance, charter or special act, the Union recognizes the powers, duties and rights which belong solely, exclusively, and without limitation to the Employer, to-wit:

- a) the right to manage the Employer's operations and to direct the working force;
- b) the right to hire employees;
- c) the right to maintain order and efficiency;
- d) the right to extend, maintain, curtail or terminate operations of the Employer;
- e) the right to determine the size and location of the Employer's operations and to determine the type and amount of equipment to be used;
- f) the right to assign work, the right to determine methods and material to be used, including the right to introduce new and improved methods or facilities and to change existing methods and facilities;
- g) the right to create, modify and terminate departments, job classifications and job duties;
- h) the right to transfer, promote and demote employees;
- i) the right to discipline; and the right to suspend or discharge employees for proper cause;
- j) the right to lay off;
- k) the right to determine the number and starting times of shifts, the number of hours and days in the work week, hours of work, and the number of persons to be employed by the Employer to any time;
- l) the right to enforce and require employees to observe rules and regulations set forth by the Employer;

provided, however, that these rights will not be used for the purpose of discriminating against any employee because of his membership or non-membership in the Union.

**Section 2.** The list of management rights set forth above is not exclusive and it is understood that except as specifically and expressly modified or limited by this Agreement, all of the rights, powers and authority and prerogatives the Employer had prior to this Agreement are retained by and reserved to it and shall remain within its exclusive control.

## **ARTICLE VII**

### **Union Rights and Responsibilities**

**Section 1.** The Union recognizes its responsibilities as the exclusive bargaining agent of the employees within the bargaining unit, and realizes that in order to provide maximum opportunities for continuing employment and fair compensation, the Employer must be able to operate efficiently and at the lowest possible cost. The Union, therefore, agrees to cooperate in the attainment of the goals and agrees to the following, to-wit:

- a) that it will cooperate with the Employer and support its efforts to assure a full and fair day's work on the part of its employees;
- b) that it will actively combat absenteeism and any other practice which restricts efficient operations of the Employer; and
- c) that it will earnestly strive to improve and strengthen good will between and among the County and its employees, the Union, and the public.

**Section 2.** The Employer will not interfere with the rights of its employees to become members of the Union. The Union will not interfere with the right of the employees to refrain from Union membership. There shall be no discrimination by the Employer or the Union because of membership or non-membership in the Union. The parties will not discriminate against an employee because of an employee's support or non-support, or participation or non-participation, in Union affairs and activities. The Union agrees that neither it nor any of its officers or agents will engage in any Union activity which will interrupt or interfere with the operations of the Employer.

**Section 3.** For purposes of conducting Union business, the Employer agrees that a duly authorized representative of the Union may have access to the Employer's premises at reasonable times during working hours with the prior consent of the supervisor. Such visits shall not interfere with the performance of the job duties of any employee.

**Section 4.** The Employer agrees to furnish and maintain bulletin boards or portions of bulletin boards, in convenient places at County shops, and at the County Engineer's Office, to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

**Section 5.** The Employer may permit a limited amount of legitimate Union activity by local Union representatives, provided that such activity does not interfere with the performance of the job duties of any employee or cause any employee to be away from his assigned place of work, and provided further that work load requirements will not suffer as a result of such activity. The names of such authorized representatives shall be supplied to the Employer in writing and updated as changes occur.

**Section 6.** The Employer agrees that if negotiation meetings are mutually agreed upon to take place during working hours the Employer will allow two employees, or more if mutually agreed upon, time off to attend such meetings without loss of pay.



**Section 7** Labor Management Committee:

The parties agree to establish a Labor Management Committee comprised of two (2) representatives of the employer and two (2) representatives of the bargaining unit. Labor Management committee meetings shall include, but not be limited to, the areas of discussion set forth below. Such meetings shall be held once every month unless mutually agreed otherwise. Items to be included in the agenda for the aforementioned Labor Management meetings are to be submitted at least five (5) days in advance of the scheduled dates of the meeting if at all possible and practicable.

The purpose of the Labor Management Committee shall be:

1. To discuss the administration of this Agreement;
2. To exchange general information of interest to the parties;
3. To provide an opportunity to express views or to make suggestions on subjects of interest to the employees;
4. To notify the Union of changes in conditions of employment contemplated by the Employer, which may affect employees in the bargaining unit.
5. To amicably resolve disputes or problems before recourse to the grievance process.

## **ARTICLE VIII**

### **Work Stoppage**

**Section 1.** The Employer agrees that during the term of this agreement, it will not engage in any lockout of its employees.

**Section 2.** The Union agrees that neither it nor its officers or agents will cause, authorize, induce, encourage, instigate, ratify, condone or participate in any work stoppage, strike, slowdown or illegal picketing, including a refusal to cross any picket line, or any other action which interrupts or interferes with the operations of the Employer.

**Section 3.** No employee shall cause, authorize, induce, encourage, instigate, ratify, condone or participate in any work stoppage, strike, slowdown or illegal picketing, including a refusal to cross any picket line, or any other action which interrupts or interferes with the operations of the Employer.

**Section 4.** In the event of a violation of Section 3 of this Article or of Section 12 of the Act by an employee, the Union agrees that it will take immediate, affirmative steps with the employee involved, including but not limited to sending out public announcements, letters, bulletins, telegrams and employee meetings, to bring about an immediate resumption of normal work.

**Section 5.** In the event of a violation of any section above, all legal censures of the Act shall apply.

## **ARTICLE IX**

### **Hours of Work**

**Section 1.** This Article is intended to set forth the normal work week, but shall not be construed as a guarantee of hours of work per day or per week or days of work per week.

**Section 2.** The regular hours of work each day shall be consecutive except that it may be interrupted by a lunch break.

**Section 3.** The normal work week for all employees will be forty (40) hours, starting Monday through Friday. The work week will commence at midnight Sunday and continue to midnight the following Sunday for purposes of computing pay and overtime.

**Section 4.** The normal work schedule shall be 7:00 a.m. to 3:30 p.m. Monday through Friday.

Except for emergency situations, work schedules shall not be changed unless said changes are posted on union bulletin boards five (5) working days prior to the effective date of the change. Such changes shall be made for the purpose of more effectively, efficiently or economically carrying out the Employer's mission. During the period of posting, any permanent change in the work schedule shall be discussed at a Labor-Management Committee meeting for the purpose of fully discussing the reasons for and alternatives to such permanent schedule change. The final decision to effect a permanent change in the work schedule shall not be subject to grievance.

An emergency shall be construed to include such situations as follows: snow, storms, floods, road washouts, bridge outs or any other situations that will demand immediate attention. An emergency schedule change, begun on account of such emergency, shall not continue beyond the end of the work week or the emergency conditions themselves, whichever period is longer.

**Section 5.** Employees shall receive a thirty (30) minute unpaid lunch period scheduled by the Employer as nearly as possible at or near the middle of their scheduled work day.

**Section 6.** Employees shall receive a fifteen (15) minute break at or near the middle of the first and last half of their scheduled work day. Employees agree that such rest periods shall be taken at or near their machinery or place of work and shall not be taken in public places such as restaurants, cafes, or truck stops.

**Section 7.** An employee who is scheduled to work and does appear at the scheduled time and place of work and for whom no work is available shall in any event be paid for one (1) hour at his regular straight time rate of pay.

## **ARTICLE X**

### **Overtime**

#### **A. Overtime**

**Section 1.** Overtime will be paid at the rate of one and one-half (1 1/2) times the regular hourly rate for all hours worked in excess of eight (8) hours in any calendar day.

**Section 2.** All overtime work shall be determined and must be authorized by supervision.

**Section 3.** The Employer shall offer overtime work in substantially equal amounts to qualified employees within each job classification, taking into consideration geographical territories. Each six (6) months, qualified employees who have not been offered overtime in an amount substantially equal to the rest of the employees in their job classification shall be identified and shall be given priority in the offering of overtime during the succeeding six (6) months, until they are substantially equal. The six (6) month period shall be semi-annual on a contract year basis.

**Section 4.** Overtime work shall be mandatory during emergencies and during the period of wintertime operations. At other times, if the senior employee declines overtime, the Employer reserves the right to require overtime work to be performed by the least senior employees in the job classification from which overtime is needed, taking into consideration geographical territories.

**Section 5.** An employee who works four (4) hours beyond any eight (8) hour shift, shall be granted time off to eat of one-half (1/2) hour at the employee's regular straight time rate of pay.

**Section 6.** Overtime shall not be used to punish or reward employees.

**Section 7.** No employee shall be paid or otherwise compensated more than once for work performed, nor shall pay, compensation or benefits be pyramided.

**Section 8.** The choice between cash and compensatory time shall be at the discretion of the employee, however, no more than sixty (60) hours of compensatory time may be accrued at any one time. Normally, compensatory time must be taken within seventy-five (75) days after it was earned.

The Employer shall have the right to approve or disapprove of an employee's requested compensatory time off. In making his decision, the Employer shall consider only historical weather patterns, and work load requirements, and shall not consider individual personalities, nor shall discriminate between or among such employees. If work load and weather permits compensatory time off, seniority shall govern, however, the Employer may limit the number of employees off at the discretion of the Employer.

## **B. Call-back Time**

**Section 1.** An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate, unless such call-back is two (2) hours or less prior to the employee's regular shift. Call-back does not apply where an employee is ordered to work beyond the employee's regular shift.

## **ARTICLE XI**

### **Holidays**

**Section 1.** Regular and probationary employees shall be granted ten (10) paid holidays, to-wit: New Year's Day, Martin Luther King's Jr. Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

**Section 2.** The Employer shall determine the day on which the holiday is to be observed except that whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

**Section 3.** An employee shall be eligible to receive holiday pay if the employee worked on the last scheduled workday preceding the holiday and the first scheduled workday following the holiday, unless the employee was absent pursuant to prior authorization by the Employer.

**Section 4.** In the event that a holiday falls within an employee's vacation period, such day will not be counted as a day of vacation. In the event that a holiday occurs during an employee's bona fide sick leave, such employee shall receive holiday pay and such day will not be counted against the employee's sick leave.

**Section 5.** Eligible employees who perform no work on a holiday shall be paid eight (8) times their current hourly straight time rate of pay unless their regular workday is more or less than eight (8) hours. Eligible employees whose regular workdays differs from the standard eight (8) hour day shall be paid their current hourly straight time rate of pay times the number of hours in their regular workday.

**Section 6.** If an employee works on any of the holidays listed above, the employee shall be paid, in addition to the employee's holiday pay, time and one-half (1 1/2) for each hour worked up to eight (8) hours, and double time for all hours in excess of eight (8) hours.

## **ARTICLE XII**

### **Leaves of Absences**

#### **A. Sick Leave**

**Section 1.** Sick leave shall be used for personal illnesses and injury, including on the job injury or disability, subject to the provisions set out hereinafter. Sick leave will not be allowed if an employee is injured while gainfully employed by a different employer.

**Section 2.** An employee shall be granted one and one-half (1 1/2) working days of sick leave per month and shall have the right to accumulate unused sick leave up to a maximum of one hundred twenty (120) working days. A probationary employee will not be allowed sick leave until the employee completes the probationary period at which time such employee will be credited with the number of days earned from the employee's date of hire.

**Section 3.** Except in cases of serious confining illnesses which are certified by a physician, sick leave will not be paid on the working day immediately preceding or following a holiday, unless the Employer is confident such sick leave is not being abused.

**Section 4.** The Employer reserves the right to require a physician's certification for any absence due to sickness. The Employer shall so notify the employee by 10:00 A.M. on the day for which sick leave is taken by telephoning said employee at his residence. The cost of obtaining a physician's certification, if such certification is required by the Employer pursuant to this section, shall be borne by the Employer.

However, after the employee has used sick leave on four (4) separate occasions during the contract year without a physician's certificate, the Employer may require a physician's certification for any future sick leave during the contract year and the expense of this certification shall be borne by the employee. The Employer shall so notify the employee by 10:00 A.M. on the day for which sick leave is taken by telephoning said employee at his residence.

**Section 5.** To be eligible for sick leave payment, an employee shall notify the Employer as soon as possible, but in any event, not later than the starting time of the employee's workday, unless the personal illness or injury occurs while at work.

**Section 6.** An employee, including a probationary employee, who has been injured in the scope and course of his/her employment with the Employer and who is eligible for Worker's Compensation payments, may supplement his/her Worker's Compensation pay by utilizing sick leave. Employees may supplement sick leave up to the employee's "net pay".

**Section 7.** An employee may utilize up to forty (40) hours of earned sick leave per contract year for the care and necessary attention to ill or injured members of the employee's immediate family. Immediate family is defined as husband, wife, child or parent.

**Immediate Family Serious Illness/Injury:**

The employee may utilize up to two-hundred-forty (240) hours of their sick leave if a serious health condition affects a member of the employee's immediate family. When granting additional sick leave, the county shall adhere to the definition of a "serious health condition" as outlined in the Family & Medical Leave Act of 1993. In order to qualify for additional sick leave, the employee must have a FMLA request on file accompanied by a physician's certification.

**Section 8.** Upon retirement employees shall be eligible for cash reimbursement of unused sick leave in an amount not to exceed \$2,500. Sick leave shall be reimbursed based upon the employee's regular rate of pay at the time of retirement.

**Section 11.** An employee who has accumulated 120 days (960 hours) of sick leave may convert ¼ of his/her accumulated sick leave in excess of 120 days (960 hours) to vacation leave.

**Section 12.** An employee who has exhausted their sick leave may participate in the sick leave donation program as outlined in the county personnel policy manual.

**B. Funeral Leave**

**Section 1.** An employee will be granted, up to five (5) full days of paid funeral leave in order to arrange and attend the funeral of the employee's spouse, parents or child, be they related by blood or marriage.

An employee will be granted, at the discretion of the employee, up to three full days of paid leave in order to arrange and attend the funeral of the employee's brother, sister, grandparents, grandchild, aunt, uncle, niece, or nephew, be they related by blood or marriage and any other persons who are members of the employee's household.

**Section 2.** An employee who has completed the probationary period will be granted one (1/2) day of paid leave to attend the funeral of a fellow employee or to attend the funeral of a relative not listed in Section 1 above.

**Section 3.** An employee who has completed the probationary period will be granted one-half (1/2) day without pay to attend the funeral of a neighbor or close friend, or to act as a pallbearer.



### **C. Jury Duty**

**Section 1.** An employee who has completed the probationary period and is selected for jury duty shall receive a paid leave of absence for the time the employee spends on such duty. Said employee shall receive regular wages and shall turn over to the Employer jury service fees.

**Section 2.** An eligible employee who is summoned for jury duty but is not selected, or who is released from jury duty by 1:00 P.M. on a normal workday, shall return to work.

**Section 3.** If an employee is called for jury duty, the employee shall promptly notify the employee's immediate supervisor.

### **D. Civic Duty**

**Section 1.** An employee required by subpoena to appear in a court proceeding in which the employee is not a party to the proceedings, shall be allowed up to one (1) day paid leave of absence. Additional unpaid leave shall be granted as required to comply with the subpoena.

### **E. Military Leave**

**Section 1.** All employees, other than employees employed temporarily for six (6) months or less, who are members of the National Guard, organized reserves or any component part of the Military, Naval, or Air Forces or Nurse Corps of this state or nation, or who are or may be otherwise inducted into the military service of this state or of the United States, shall be, when ordered by proper authority to active state or federal service, entitled to a leave of absence from their employment with the Employer for the period of such active state or federal service, without loss of status or efficiency rating, and without loss of pay during the first thirty (30) days of such leave of absence, for the period of one calendar year. The Employer may make a temporary appointment to fill any vacancy created by such leave of absence, and may require documentation of such military service.

### **F. Voting Leave**

**Section 1.** Any employee required to work for all of the hours during which the polls are open on an election day, shall be given sufficient time off to vote.

## **G. Maternity Leave**

**Section 1.** An employee who has completed the probationary period and who is anticipating a maternity leave may be entitled to a leave of absence without pay if she has exhausted her sick leave. An employee anticipating such sick leave shall notify the Employer as soon as possible of the anticipated date of birth.

**Section 2.** The employee requesting maternity leave shall present a doctor's statement verifying when the employee's condition requires her to leave work and shall present a doctor's statement within ten (10) days following birth or miscarriage as to when the employee is able to return to work, and unless the employee returns to work within three (3) days of such date, or any other date, by reason of extension granted by the Employer based on medical grounds, the employee will be considered to have voluntarily resigned or retired.

## **H. Leave of Absence Without Pay**

**Section 1.** A leave of absence without pay is a predetermined amount of time off from work for whatever purpose, which has been requested by an employee who has completed the probationary period and approved by the Employer in writing. The employee will be given a copy of the authorization.

**Section 2.** Upon termination of any such leave of absence, the employee shall return to work in the same step or capacity as when the employee left, provided that during such period no employee shall earn sick leave, vacation or other leave.

**Section 3.** In the event an employee fails to return to work at the end of any such leave, the employee shall be deemed to have voluntarily resigned on the last day of work prior to such leave.

**Section 4.** During a leave of absence without pay, the employee:

- a) must pay group hospital premiums falling due during any month the employee is not on the payroll;
- b) must pay premiums for coverage under any group life insurance plan;
- c) shall not receive any other job benefits during the period of absence; and
- d) shall not acquire additional seniority during said leave.

The Employer may make exceptions to any of the above conditions (a - d) for leaves not exceeding fifteen (15) days.

## ARTICLE XIII

### Vacations

**Section 1.** An employee shall be eligible for paid vacation time after six (6) months of continuous service with the Employer. Employees shall start to earn vacation allowances as of their date of hire, and all vacations shall be earned on the basis of the number of continuous years of active service based on the anniversary of their date of hire.

Vacation shall be accrued on a bi-weekly basis in accordance with the following schedule:

<u>Employment Requirements</u> <u>Rates</u>	<u>Vacation Period</u>	<u>Bi-Weekly</u>
From date of employment:	Ten (10) work days per year	3.0770 hours
After 4 years of continuous service:	Fifteen (15) work days per year	4.6154 hours
After 9 years of continuous service:	Eighteen (18) work days per year	5.5385 hours
After 14 years of continuous service:	Twenty (20) work days per year	6.1539 hours

**Section 2.** The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

**Section 3.** Vacations requests of one week or more must be submitted five (5) work days in advance of the requested time off. The Employer shall have the right to approve or disapprove of an employee's requested vacation period. In making his decision, the Employer shall consider only historical weather patterns and work load requirements, and shall not consider individual personalities, nor shall he discriminate between or among such employees.

If the work load and weather permit vacations, but the number of persons on vacation must be limited, seniority shall govern.

Vacation periods shall be taken each year after vacation is earned. Employees who do not request a vacation period prior to the end of the ninth (9th) month following the anniversary date on which the vacation was earned may be reminded by the Employer to schedule said vacation. The vacation shall be scheduled within the three (3) months remaining in the year.

Vacation may be taken in increments of two (2) weeks unless agreement has been reached with the Employer for a greater amount. The Employer agrees it will be fair and use good judgment within this area.

**Section 4.** The purpose of a vacation is to enable the employee to enjoy periodic rest from the employee's regular job so that the employee may return to work refreshed. The vacation year for an individual employee will be that employee's anniversary date from date of hire. Accordingly:

- a) Employees may elect to carry over ten (10) days vacation from year to year.

All remaining vacations earned must be taken by the employee prior to the employee's next anniversary date, unless a vacation was scheduled by the employee, canceled by the Employer, and not able to be taken prior to the employee's next anniversary date.

- b) No employee shall be entitled to vacation pay in lieu of vacation.
- c) Upon resignation, layoff, or termination from County service, an employee shall be paid for all unused vacation left at the time of termination.

**Section 5.** In the event that a holiday falls within an employee's vacation period, such day will not be counted as a day of vacation.

**Section 6.** Any employee who is requested to and does work during his vacation period shall be paid for regular hours at a rate of time and one-half (1 1/2) of his regular rate and for overtime hours at a rate of two and one-half (2 1/2) times his regular rate of pay. In addition, the employee's vacation (with pay) shall be rescheduled to any future period the employee may request.

## **ARTICLE XIV**

### **Grievance Procedure**

**Section 1.** A grievance is defined as a dispute an employee may have with the Employer concerning the interpretation, application or violation of the express terms of this Agreement by the Employer. Should an employee have a grievance, it shall be adjusted in the following manner.

**Step I.** The employee or the Union Steward shall initiate a grievance with the immediate supervisor within seven (7) working days after the alleged incident upon which the grievance is based, by presenting to such immediate supervisor a short and plain statement of the employee's complaint in writing. Within five (5) working days the immediate supervisor will verbally notify the employee of the supervisor's decision.

**Step II.** If the grievance is not settled in Step I, it may be appealed by the Employee or the Union Steward within seven (7) working days after the answer of the Supervisor. The grievance shall be reduced to writing, signed by the employee or the Union Steward, and will specifically state the facts and provisions of the alleged violation. The written grievance shall be submitted to the County Engineer or the County Engineer's designated representative, who shall answer in writing within five (5) working days after the grievance is presented.

**Step III.** If the grievance is not settled in Step II, it may be appealed to arbitration by the employee or the Union. Written notice of a request for arbitration must be submitted to the County Engineer within fifteen (15) working days after the answer is due in Step II. The written notice shall be signed by the employee and a representative of the Union and shall state the specific section of this Agreement which is to be considered by the arbitrator and the specific issue or issues which are raised.

When a timely request has been made for arbitration, a representative of the Employer and a representative of the Union shall select a mutually agreeable arbitrator to hear and determine the grievance. If the representatives of the parties are unable to agree upon the selection of an arbitrator within five working days of the Employer's receipt of the arbitration notice, either party may request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators. Upon receipt of the list, the party requesting arbitration shall strike the first name; the other party shall then strike one (1) name and this process will be repeated so that the remaining person shall be the arbitrator. Either party upon receipt of the list of five (5) persons may reject the list in total and request another list.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue or issues submitted in writing by the parties and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall submit the decision in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be final and binding on both parties.

The fees and expenses of the arbitrator will be shared equally by both parties. Each party will pay its own cost of preparation and presentation for arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of the stenographic reporting of the hearing shall be borne by the party requesting the same, except that the other party may request a copy of each transcript, in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts.

**Section 2.** If an answer to a grievance is not presented to the employee by the Employer within any of the time limits specified in this Article, it is presumed that the grievance is denied and the employee may proceed to the next step of the grievance procedure. Failure by an employee, his Steward, or the Union to initiate or process a grievance within the time limits specified shall constitute a bar to initiating or processing such grievance.

**Section 3.** Grievances may be investigated, processed, and presented by a Steward during working hours within reasonable time limit without loss of pay, provided notice is given and the work load permits. The Employer's determination as to work load shall be subject to arbitration only to the extent that the Employer's action is shown to be an attempt to frustrate the grievance procedure, discrimination between or among employees, or to harass or coerce the Union.

## ARTICLE XV

### Seniority

**Section 1.** Seniority is defined as an employee's length of continuous service with the Employer from the employee's most recent date of hire.

**Section 2.** New employees shall be added to the seniority list from their date of hire after completing the probationary period.

**Section 3.** The seniority list for employees shall be maintained by the Employer and renewed and posted on employee bulletin boards on an annual basis or as changes occur. A copy of the seniority list shall be made available upon request by the Union. Any protest as to the correctness of the list must be made in writing to the Employer within ten (10) working days.

**Section 4.** Seniority and the employment relationship shall be broken and terminated if an employee quits for any reason; is discharged for just cause, is absent from work for three (3) consecutive working days without notification to and authorization from the Employer; is laid off for a period exceeding twelve (12) months or the employee's seniority, whichever is lesser; is on layoff and fails to report to work within the time period set out in the Article on Procedures for Staff Reduction; or fails to report to work on the next scheduled work day at the completion of a leave of absence.

**Section 5.** An employee promoted from the bargaining unit shall retain but shall not continue to accrue seniority.

**Section 6.** If a vacancy occurs or a new job is created in the bargaining unit other than a temporary vacancy or job, or if a vacancy or new job is anticipated by the Employer, then the Employer shall post such job for a period of five (5) working days, during which time employees may apply for the job. The application shall be in writing and submitted to the County Engineer's Office.

In making the selection, the Employer shall consider the applicant's qualifications, ability to perform, and seniority. If qualifications and ability to perform are equal, the seniority shall govern. However, in the event that no employee applicant is qualified for the job, the Employer reserves the right to select a person from outside the unit. Senior employees not selected for a job given to a junior employee, or to a person from outside the bargaining unit, may request a written explanation.

**Section 7.** It is the right of the Employer to determine when a job is vacant and when it will be filled.

**Section 8.** When the Employer eliminates or abolishes a position, the displaced employee shall be permitted to bump any employee with less seniority in his/her job classification, or any job classification formerly held by the displaced employee, or any lower classification, provided he/she has more seniority, is qualified and able to perform the work available.

**Section 9.** A grievance alleging a violation of this Article may be commenced at Step II of the grievance procedure.



**ARTICLE XVI**  
**Procedures for Staff Reduction**

**Section 1.** In the event the Employer determines that employees must be laid off, layoffs within the affected job classification(s) shall occur by reverse seniority (i.e., the least senior employee laid off first), with seniority defined as in Article XV, Section 1. Temporary, part-time and probationary employees performing duties within the job classification from which employees have been or are to be laid off, are to be laid off first and have no recall rights.

**Section 2.** An employee to be laid off will be notified thereof in writing at least ten (10) working days prior to the effective date of the layoff.

**Section 3.** An employee laid off may replace a junior employee in any job classification formerly occupied by the laid off employee, or a junior employee in a lower job classification within the same job title (i.e., Operator III, II, I). An employee thus replaced may then follow the same process until no employee remains to be replaced.

Within the job classification laid off, employees will be returned to work in the reverse order in which they were laid off. No new employees will be hired for a job in the classification from which employees have been laid off until all employees laid off from that classification have been given notice of recall.

**Section 4.** An employee who is laid off shall keep the Employer advised of the employee's current mailing address. Notice of recall shall be sent by certified mail to the employee's latest advised address.

**Section 5.** An employee shall report to work within one hundred twenty (120) hours after notice of recall is received or within one hundred sixty-eight (168) hours after notice of recall is mailed, whichever is lesser, unless the notice of recall provides for a specific later effective date of recall, in which case the employee shall report on said effective date.

## **ARTICLE XVII**

### **Job Classification**

**Section 1.** If an employee is requested to work in a higher rated job classification for a period exceeding ten (10) working days, the employee shall receive the higher pay step of the assigned pay range of the higher rated job classification beginning on the eleventh (11) day that the employee so works, and shall be returned to the employee's regular rate of pay upon completion of the temporary assignment. After completing the first ten (10) working day requirement, employees, when assigned to work out of job classification, shall receive the higher pay step of the assigned pay range of the higher rated job classification immediately and thereafter.

**Section 2.** There shall be a training period following the promotion of an employee from a lower to a higher job classification. The training period shall be six (6) months, and during such time, the Employer may return such employee to the position the employee held immediately prior to promotion, if in the Employer's opinion, the employee has not performed satisfactorily in the higher job classification to which the employee had been promoted. An employee in a training period may be discharged only for just cause, unless such employee is also in the employee's probationary period.

**Section 3.** The Employer assumes responsibility for providing adequate training of the employee. The employee may request to be returned to the employee's former position within the training period.

**ARTICLE XVIII**  
**Insurance**

**Section 1.** The Employer shall provide the health insurance plan for employees.

- a) Preferred Provider Organization (PPO)

**Section 2.** Employees electing to participate in the Employer's health insurance program shall contribute the following for contract year 2007/2008 for the coverage of their choice.

- |                       |  |
|-----------------------|--|
| a) Single Coverage    | Twenty-five dollars (\$25.00) per month  |
| b) Dependent Coverage | One hundred dollars (\$100.00) per month |

The remaining portion of the single or dependent premium shall be paid by the Employer.

For the contract year, July 1, 2007 and ending June 30, 2008, the health care benefits for affected employees are referenced in Appendix "D", the PPO Plan attached to this contract.

For the contract year July 1, 2008 and ending June 30, 2009, the parties agree that the Board of Supervisors may elect to reopen the contract for wages and insurance if the PPO health insurance premium rate increase exceeds twelve percent (12%) for the same coverage. If the premium rate increase is 12% or lower, the county shall maintain the health care program and benefits as outlined in Appendix E for the 2008/2009 contract year and the employee shall maintain the contribution level as indicated above.

**Section 3.** The Employer shall provide, at no cost to the employee, a Group Term Life Insurance Plan in the amount of Ten thousand (\$10,000.00) dollars, with Ten thousand (\$10,000.00) dollars of additional accidental death and dismemberment insurance. The Employer shall also provide Group Term Life Insurance in the amount of Ten thousand (\$10,000.00) dollars of accident death insurance if seat belts were worn for a death in a car accident.

**Section 4.** The employer shall provide, at no cost to the employee, a Long Term Disability Insurance Plan, with a One Hundred and Eighty (180) calendar day waiting period.

**Section 5.** The employer shall provide, at no cost to the employee, a preventive dental insurance plan as referenced in Appendix "E" of this agreement.

## **ARTICLE XIX**

### **Health and Safety**

#### **Section 1. Safety & Health Committee**

Recognizing the need to provide a safe and healthful workplace, the parties agree to establish a joint Safety/Health Committee which shall meet monthly, unless mutually agreed to otherwise, and for the purposes of identifying, avoiding or correcting unsafe or unhealthy working conditions or practices. The Committee shall be comprised of three (3) representatives chosen by the employer and three (3) representatives chosen by the bargaining unit.

The Committee shall:

- A. Make personal inspections, participate in government inspections, and investigate complaints concerning allegations of unsafe or unhealthy conditions or practices.
- B. Promote educational training, safety and certification programs which will motivate adoption of safe working habits.
- C. Review injury, accident, and inspection reports for unsafe and unhealthy patterns of a certain nature or work location.

Where, following, such meetings, agreement is reached as to the existence of an unsafe or unhealthy working condition, the Employer shall attempt to correct it within a reasonable time period.

**Section 2.** The Union and the employees will extend their complete cooperation to the Employer in maintaining Employer policies, rules and regulations as to health and safety, and in assisting the Employer in fulfilling State and Federal requirements relating thereto.

#### **Section 3. Tools & Equipment**

The Employer agrees to furnish and maintain in safe working condition all tools and equipment required to carry out the duties of each position. Employees are responsible for reporting any unsafe condition or practice and for properly using and caring for the tools and equipment furnished by the Employer.

#### **Section 4. Protective Clothing**

Protective wearing apparel required by the nature of a job shall be provided and maintained by the Employer. The Employer shall pay the actual cost of repairing an article of such protective clothing or equipment which is damaged unintentionally while on the job

#### **Section 5. Physical**

If the Employer requires an employee to obtain a physical examination, the cost of the examination shall be provided by the Employer.

**Section 6. Right to Refuse Work**

No employee shall be required to perform work which they reasonably believe to be a hazard to their health or safety or that of any other employee, or for which they are inadequately trained. In cases where the employer disputes the existence of a hazard, the employee shall have the right to continue to refuse the work in question until the dispute has been settled through the grievance procedure.

## ARTICLE XX

### Wages

**Section 1.** Employees shall be compensated in accordance with the wage schedules attached hereto marked Appendix "A" effective July 1, 2007, marked Appendix "B" effective January 1, 2008, marked Appendix "C" effective July 1, 2008, herein incorporated by this reference.

Effective July 1, 2007, all job classifications represented by the union shall receive a 3.25% across the board wage increase.

Effective January 1, 2008, the County shall implement the new payscale negotiated by the parties, marked Appendix "B".

Effective July 1, 2008, all job classifications represented by the union shall receive a 3.5% across the board wage increase.

The parties agree that the Board of Supervisors may elect to reopen the contract to discuss wages and insurance for the contract year July 1, 2008 – June 30, 2009, if the health insurance premium increase exceeds twelve percent (12%).

**Section 2.** The same compensation shall continue from year to year during the effective period of this agreement unless the party seeking modification shall cause a written notice to be served on the other party not later than October 1, of the year prior to the time when modification is desired. Accordingly, if a change in compensation is requested for the fiscal year beginning July 1, 2009, notice must be given prior to October 1, 2008.

**Section 3.** Employees shall be issued their paychecks bi-weekly on the Friday of the appropriate week. In the event that such Friday is a holiday, employees shall be issued their paychecks on the day immediately preceding such Friday which is not a holiday.

**Section 4.** The County will provide employees with the option of direct deposit of the employee's bi-weekly paycheck.

**Section 5.** Employees shall advance through the wage progression based on their employment anniversary. "Employment anniversary" means the employee's most recent date of hire. Based upon an applicant's experience and qualifications, the Employer may hire an individual at Step 2 of the pay plan. The employer shall notify the union if an individual is hired above the minimum step.

**Section 6.** At such time as a new job classification is established, the Employer may designate its wage structure which will be an appropriate topic for discussion at a meeting of the Labor-Management Committee.

**ARTICLE XXI**  
**Supplemental Pay**

**A. Longevity**

**Section 1.** All regular full-time employees shall be paid, in addition to their base or normal hourly rate, longevity pay as follows:

Years of Service	Hourly	<u>July 1, 2008</u> Hourly
Upon completion of five (5) years service	\$.25/hr.	\$.25/hr.
Upon completion of ten (10) years service	\$.45/hr.	\$.45/hr.
Upon completion of fifteen (15) years service	\$.65/hr.	\$.70/hr.
Upon completion of twenty (20) years service	\$.85/hr.	\$.90/hr.

## **ARTICLE XXII**

### **General Provisions**

**Section 1.** This Agreement shall be construed under the laws of the State of Iowa. Whenever the context of this Agreement permits, the masculine gender includes the feminine, the singular number includes the plural, the reference to any party includes its agents, officials and employees.

**Section 2.** In the event any article, section or portion of this Agreement should be held invalid and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific article, section or portion thereof specifically specified in the court's decision; and upon issuance of such a decision, the Employer and the Union may agree to negotiate a substitute for the invalidated Article, section or portion thereof.

**Section 3.** This Agreement constitutes the entire agreement between the parties. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of bargaining and that the understandings and agreements reached are set forth in this Agreement. Therefore the County and the Union, for the life of this Agreement, each agrees that the other shall not be obligated to bargain collectively with respect to any subject covered in this Agreement or with respect to any subject or matter not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.



**ARTICLE XXIII**  
**Discipline and Discharge**

**Section 1.** The purpose of employee discipline is to advise the employee of an infraction in such a manner as to ensure that such behavior will not be repeated. To this end, and consistent with the aforementioned precept, employee discipline should not be accomplished in a manner calculated to unduly embarrass an employee. Disciplinary action which is subject to the provisions of this Article includes written reprimand, suspension and discharge. The foregoing disciplinary actions are not necessarily to be taken in the chronological order listed.

**Section 2.** The Employer shall not discharge an employee without just cause. At the time as the Employer feels there is just cause to discharge an employee; such employee shall be suspended without pay for three (3) days. The employee shall be notified in writing of the suspension and that the employee is subject to discharge. During the three (3) day suspension, the Employer shall make its final decision as to the employee's discharge and shall notify the employee of such decision. A grievance begun alleging that the employee has been discharged without cause shall be commenced at Step III of the Grievance Procedure.

**ARTICLE XXIV**  
**Light Duty Policy**

**Section 1.** The County Engineer may allow an employee to return to work on a "light duty" basis if the employee has a physician's statement that releases the employee with limitations and/or restrictions. The light duty policy will be in accordance with the following criteria:

1. If there is a light duty position or work duties available within the Secondary Roads department that satisfies the restrictions set forth by the physician, the employee will be assigned to said position or duties.
2. If there is a light duty assignment available outside of the department that satisfies the restrictions set forth by the physician, the employee may be assigned to said position.
3. Light duty is not meant to be a permanent work arrangement, therefore an employee will be placed in a light duty position for a period of time equal to the shorter of:
  - a. the time the employee remains under physician's restricted release,
  - b. the light duty job is no longer available, or
  - c. a maximum of twenty (20) days calendar days.

**Section 2.** If an employee remains on restricted status following the completion of twenty (20) calendar days of light duty, his/her health condition will be evaluated to determine whether or not further light duty is appropriate.

**Section 3.** The application of a light duty assignment is a management right determination; therefore the rejection or limitation of a light duty assignment cannot be grieved by the employee.

**ARTICLE XXV**  
**Effective Period**

**Section 1.** This agreement shall be effective July 1, 2007, and shall remain in full force and effect through June 30, 2009, with the following exceptions.

**Section 2.** This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing not later than October 1, of each year that it wishes to modify this agreement.

**Section 3.** The first bargaining session shall be held not later than October 15th of each year, at which time the employee organization shall present its initial bargaining position. The initial bargaining position shall include the substance of the modifications and the specific language with which such desired modifications are to be expressed.

**Section 4.** This agreement shall remain in full force and effect while negotiations are in progress.

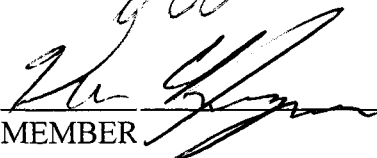
IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

AMERICAN FEDERATION OF STATE  
COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO, LOCAL #2364

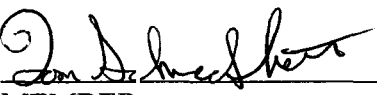
POTTAWATTAMIE COUNTY  
BOARD OF SUPERVISORS


BY:   
PRESIDENT

BY:   
CHAIRMAN

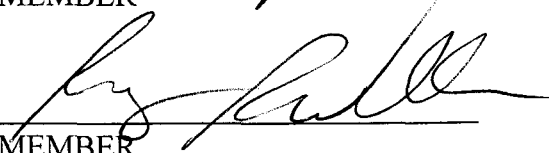
BY:   
MEMBER

BY:   
MEMBER


BY:   
MEMBER

BY:   
MEMBER

BY:   
AFSCME/ IA COUNCIL 61

BY:   
MEMBER

BY:   
COUNTY NEGOTIATOR

BY:   
MEMBER

## POTTAWATTAMIE COUNTY SECONDARY ROADS

## SALARY SCHEDULE

## UNION

## APPENDIX A

EFFECTIVE: July 1, 2007 - 3.25%

	STEP 1 START	STEP 2 END 6 MOS	STEP 3 END 1 YEAR	STEP 4 END 2 YEARS	STEP 5 END 3 YEARS	STEP 6 END 5 YEARS	STEP 7 END 7 YEARS	STEP 8 END 10 YEARS
GRADE 6	Truck Driver I, Sign Technician & Construction Insp I							
YEARLY BI-WEEKLY HOURLY	\$ 30,946.92 \$ 1,190.27 14.88	\$ 31,655.62 \$ 1,217.52 15.22	\$ 33,309.28 \$ 1,281.13 16.01	\$ 33,846.18 \$ 1,301.78 16.27	\$ 34,855.55 \$ 1,340.60 16.76	\$ 36,036.73 \$ 1,386.03 17.33	\$ 36,960.20 \$ 1,421.55 17.77	\$ 38,807.13 \$ 1,492.58 18.66
GRADE 6.5	Truck Driver II							
YEARLY BI-WEEKLY HOURLY	\$ 31,333.48 \$ 1,205.13 15.06	\$ 32,278.43 \$ 1,241.48 15.52	\$ 33,330.75 \$ 1,281.95 16.02	\$ 34,340.12 \$ 1,320.77 16.51	\$ 35,435.40 \$ 1,362.90 17.04	\$ 36,638.06 \$ 1,409.16 17.61	\$ 37,561.52 \$ 1,444.67 18.06	\$ 39,408.46 \$ 1,515.71 18.95
GRADE 7	Truck Driver III, Engineering Aid II							
YEARLY BI-WEEKLY HOURLY	\$ 31,655.62 \$ 1,217.52 15.22	\$ 32,815.33 \$ 1,262.13 15.78	\$ 33,846.18 \$ 1,301.78 16.27	\$ 34,812.60 \$ 1,338.95 16.74	\$ 36,036.73 \$ 1,386.03 17.33	\$ 37,239.38 \$ 1,432.28 17.90	\$ 38,377.61 \$ 1,476.06 18.45	\$ 40,095.69 \$ 1,542.14 19.28
GRADE 8	Motor Grader Operator							
YEARLY BI-WEEKLY HOURLY	\$ 32,815.33 \$ 1,262.13 15.78	\$ 33,846.18 \$ 1,301.78 16.27	\$ 34,812.60 \$ 1,338.95 16.74	\$ 36,036.73 \$ 1,386.03 17.33	\$ 37,239.38 \$ 1,432.28 17.90	\$ 38,377.61 \$ 1,476.06 18.45	\$ 39,301.08 \$ 1,511.58 18.89	\$ 41,276.87 \$ 1,587.57 19.84
GRADE 9	Heavy Equipment Operator & Mechanic							
YEARLY BI-WEEKLY HOURLY	\$ 33,846.18 \$ 1,301.78 16.27	\$ 34,812.60 \$ 1,338.95 16.74	\$ 36,036.73 \$ 1,386.03 17.33	\$ 37,239.38 \$ 1,432.28 17.90	\$ 38,377.61 \$ 1,476.06 18.45	\$ 39,687.65 \$ 1,526.45 19.08	\$ 40,654.07 \$ 1,563.62 19.55	\$ 42,694.29 \$ 1,642.09 20.53
GRADE 10	Leadman, Construction Inspector II & Engineering Aide III							
YEARLY BI-WEEKLY HOURLY	\$ 34,812.60 \$ 1,338.95 16.74	\$ 36,036.73 \$ 1,386.03 17.33	\$ 37,239.38 \$ 1,432.28 17.90	\$ 38,377.61 \$ 1,476.06 18.45	\$ 39,687.65 \$ 1,526.45 19.08	\$ 41,019.16 \$ 1,577.66 19.72	\$ 41,965.58 \$ 1,614.83 20.19	\$ 44,068.75 \$ 1,694.95 21.19

POTTAWATTAMIE COUNTY SECONDARY ROADS  
January 1, 2008

SALARY SCHEDULE

UNION

APPENDIX B

	STEP 1 START	STEP 2 END 6 MOS	STEP 3 END 1 YEAR	STEP 4 END 2 YEARS	STEP 5 END 3 YEARS	STEP 6 END 4 YEARS	STEP 7 END 5 YEARS	STEP 8 END 6 YEARS
GRADE 6	Truck Driver I, Sign Technician & Construction Insp I, Roadside Tech I							
YEARLY BI-WEEKLY HOURLY	\$ 30,950.40 \$ 1,190.40 14.88	\$ 31,657.60 \$ 1,217.60 15.22	\$ 33,475.37 \$ 1,287.51 16.09	\$ 34,479.63 \$ 1,326.14 16.58	\$ 35,514.02 \$ 1,365.92 17.07	\$ 36,579.44 \$ 1,406.90 17.59	\$ 37,676.83 \$ 1,449.11 18.11	\$ 38,807.13 \$ 1,492.58 18.66
GRADE 6.5	Truck Driver II							
YEARLY BI-WEEKLY HOURLY	\$ 31,324.80 \$ 1,204.80 15.06	\$ 32,281.60 \$ 1,241.60 15.52	\$ 33,994.08 \$ 1,307.46 16.34	\$ 35,013.91 \$ 1,346.69 16.83	\$ 36,064.32 \$ 1,387.09 17.34	\$ 37,146.25 \$ 1,428.70 17.86	\$ 38,260.64 \$ 1,471.56 18.39	\$ 39,408.46 \$ 1,515.71 18.95
GRADE 7	Truck Driver III, Engineering Aid II							
YEARLY BI-WEEKLY HOURLY	\$ 31,657.60 \$ 1,217.60 15.22	\$ 32,822.40 \$ 1,262.40 15.78	\$ 34,586.90 \$ 1,330.27 16.63	\$ 35,624.50 \$ 1,370.17 17.13	\$ 36,693.24 \$ 1,411.28 17.64	\$ 37,794.04 \$ 1,453.62 18.17	\$ 38,927.86 \$ 1,497.23 18.72	\$ 40,095.69 \$ 1,542.14 19.28
GRADE 8	Motor Grader Operator & Inventory/Yard Assistant							
YEARLY BI-WEEKLY HOURLY	\$ 32,822.40 \$ 1,262.40 15.78	\$ 33,841.60 \$ 1,301.60 16.27	\$ 35,605.79 \$ 1,369.45 17.12	\$ 36,673.97 \$ 1,410.54 17.63	\$ 37,774.19 \$ 1,452.85 18.16	\$ 38,907.41 \$ 1,496.44 18.71	\$ 40,074.63 \$ 1,541.33 19.27	\$ 41,276.87 \$ 1,587.57 19.84
GRADE 9	Heavy Equipment Operator & Mechanic, Roadside Tech II							
YEARLY BI-WEEKLY HOURLY	\$ 33,841.60 \$ 1,301.60 16.27	\$ 34,819.20 \$ 1,339.20 16.74	\$ 36,828.47 \$ 1,416.48 17.71	\$ 37,933.32 \$ 1,458.97 18.24	\$ 39,071.32 \$ 1,502.74 18.78	\$ 40,243.46 \$ 1,547.83 19.35	\$ 41,450.77 \$ 1,594.26 19.93	\$ 42,694.29 \$ 1,642.09 20.53
GRADE 10	Leadman, Construction Inspector II & Engineering Aide III							
YEARLY BI-WEEKLY HOURLY	\$ 34,819.20 \$ 1,339.20 16.74	\$ 36,046.40 \$ 1,386.40 17.33	\$ 38,014.09 \$ 1,462.08 18.28	\$ 39,154.52 \$ 1,505.94 18.82	\$ 40,329.15 \$ 1,551.12 19.39	\$ 41,539.03 \$ 1,597.65 19.97	\$ 42,785.20 \$ 1,645.58 20.57	\$ 44,068.75 \$ 1,694.95 21.19

POTTAWATTAMIE COUNTY SECONDARY ROAD SALARY SCHEDULE

UNION

APPENDIX C

July 1, 2008 - 3.5% Across the Board

	STEP 1   START	STEP 2   END 6 MOS	STEP 3   END 1 YEAR	STEP 4   END 2 YEARS	STEP 5   END 3 YEARS	STEP 6   END 4 YEARS	STEP 7   END 5 YEARS	STEP 8   END 6 YEARS
GRADE I Truck Driver I, Sign Technician & Construction Insp I, Roadside Tech I								
YEARLY	\$ 32,033.66	\$ 32,765.62	\$ 34,647.01	\$ 35,666.42	\$ 36,757.01	\$ 37,859.72	\$ 38,995.52	\$ 40,165.38
BI-WEEK	\$ 1,232.06	\$ 1,260.22	\$ 1,332.58	\$ 1,372.55	\$ 1,413.73	\$ 1,456.14	\$ 1,499.83	\$ 1,544.82
HOURLY	15.40	15.75	16.66	17.16	17.67	18.20	18.75	19.31
GRADE II Truck Driver II								
YEARLY	\$ 32,421.17	\$ 33,411.46	\$ 35,183.88	\$ 36,239.39	\$ 37,326.57	\$ 38,446.37	\$ 39,599.76	\$ 40,787.76
BI-WEEK	\$ 1,246.97	\$ 1,285.06	\$ 1,353.23	\$ 1,393.82	\$ 1,435.64	\$ 1,478.71	\$ 1,523.07	\$ 1,568.76
HOURLY	15.59	16.06	16.92	17.42	17.95	18.48	19.04	19.61
GRADE III Truck Driver III, Engineering Aid II								
YEARLY	\$ 32,765.62	\$ 33,971.18	\$ 35,797.44	\$ 36,871.36	\$ 37,977.50	\$ 39,116.83	\$ 40,290.33	\$ 41,499.04
BI-WEEK	\$ 1,260.22	\$ 1,306.58	\$ 1,376.82	\$ 1,418.13	\$ 1,460.67	\$ 1,504.49	\$ 1,549.63	\$ 1,596.12
HOURLY	15.75	16.33	17.21	17.73	18.26	18.81	19.37	19.95
GRADE I Motor Grader Operator & Inventory/Yard Assistant								
YEARLY	\$ 33,971.18	\$ 35,026.06	\$ 36,852.00	\$ 37,957.55	\$ 39,096.28	\$ 40,269.17	\$ 41,477.25	\$ 42,721.56
BI-WEEK	\$ 1,306.58	\$ 1,347.16	\$ 1,417.38	\$ 1,459.91	\$ 1,503.70	\$ 1,548.81	\$ 1,595.28	\$ 1,643.14
HOURLY	16.33	16.84	17.72	18.25	18.80	19.36	19.94	20.54
GRADE I Heavy Equipment Operator & Mechanic, Roadside Tech II								
YEARLY	\$ 35,026.06	\$ 36,037.87	\$ 38,117.46	\$ 39,260.99	\$ 40,438.82	\$ 41,651.98	\$ 42,901.54	\$ 44,188.59
BI-WEEK	\$ 1,347.16	\$ 1,386.07	\$ 1,466.06	\$ 1,510.04	\$ 1,555.34	\$ 1,602.00	\$ 1,650.06	\$ 1,699.56
HOURLY	16.84	17.33	18.33	18.88	19.44	20.02	20.63	21.24
GRADE I Leadman, Construction Inspector II & Engineering Aide III								
YEARLY	\$ 36,037.87	\$ 37,308.02	\$ 39,344.59	\$ 40,524.92	\$ 41,740.67	\$ 42,992.89	\$ 44,282.68	\$ 45,611.16
BI-WEEK	\$ 1,386.07	\$ 1,434.92	\$ 1,513.25	\$ 1,558.65	\$ 1,605.41	\$ 1,653.57	\$ 1,703.18	\$ 1,754.28
HOURLY	17.33	17.94	18.92	19.48	20.07	20.67	21.29	21.93

**Pottawattamie County**  
**MEDICAL BENEFITS For I.G.H.C.P. Option B**

*Appendix D*

		<b>IGHCP</b>
<b>Insurance Carrier</b>		<b>Wellmark Blue Cross Blue Shield</b>
<b>PPO Network</b>		<b>Alliance Select</b>
<b>Annual Deductible</b>		<b>\$250 Single / \$500 Family</b>
<b>Annual Out of Pocket Maximum</b>		<b>\$750 Single / \$1,500 Family</b>
<b>includes Deductible &amp; Coinsurance</b>		
<b>Maximum Lifetime Benefit</b>		<b>\$5,000,000</b>
<b>Coinsurance - In Network</b>		<b>10%</b>
<b>Coinsurance - Out of Network</b>		<b>20%</b>
<b>Ambulance Services - (Emergency only)</b>		<b>Deductible &amp; Coinsurance</b>
<b>Physician Office Services</b>		<b>\$10.00</b>
<b>Eye Examinations / Hearing Screening</b>		<b>\$15.00 (every other calendar year)</b>
<b>Inpatient Hospital</b>		<b>Deductible &amp; Coinsurance</b>
<b>Outpatient Hospital</b>		<b>Deductible &amp; Coinsurance</b>
<b>Physician Hospital Services</b>		<b>Deductible &amp; Coinsurance</b>
<b>Emergency Room</b>		<b>\$100.00 per visit</b>
<b>Diagnostic X-Ray/Laboratory - Outpatient</b>		<b>10% coinsurance</b>
<b>CT Scan, Pet Scan, MRI, &amp; Nuclear Medicine</b>		<b>Deductible &amp; Coinsurance</b>
<b>Maternity</b>		<b>Deductible &amp; Coinsurance</b>
<b>Durable Medical Equipment</b>		<b>Deductible &amp; Coinsurance</b>
<b>Nursing Facility Services</b>		<b>Deductible &amp; Coinsurance (90 days/yr)</b>
<b>Home Health Care</b>		<b>Deductible &amp; Coinsurance</b>
<b>Hospice</b>		<b>Deductible &amp; Coinsurance</b>
<b>Mental Health/Substance Abuse - Inpatient</b>		<b>Deductible &amp; Coinsurance (30 days/yr)</b>
<b>Mental Health/Substance Abuse - Outpatient</b>		<b>\$10.00 (52 visits/year)</b>
<b>Routine Adult Well Care Doctor Office - 18 and older</b>		<b>\$10.00</b>
<b>Routine Adult Well Care - Outpatient Hospital Services</b>		<b>10% coinsurance</b>
<b>Routine Well Child Care - dependent children under age 7</b>		<b>\$10.00</b>
<b>Prescription Drugs</b>		<b>30 day supply</b>
<b>Tier 1 - Generics</b>		<b>\$10.00</b>
<b>Tier 2 - Formulary Brand</b>		<b>\$25.00</b>
<b>Tier 3 - Brand</b>		<b>\$40.00</b>
<b>Prescription Drugs - Mail Order</b>		<b>90 day supply</b>
<b>Tier 1 - Generics</b>		<b>\$20.00</b>
<b>Tier 2 - Formulary Brand</b>		<b>\$50.00</b>
<b>Tier 3 - Brand</b>		<b>\$80.00</b>

## **APPENDIX "E"**

### **DENTAL INSURANCE**

#### **Type I Services:**

Type I services include procedures of a diagnostic or preventive nature. The procedures included are:

##### **Clinical Oral Examinations:**

Only one exam in any six (6) consecutive month period is a covered dental expense.

##### **Emergency Treatment:**

Palliative treatment of dental pain when no other dental services except X-rays are performed. Any X-ray taken in connection with palliative treatment is a separate dental service under this schedule. Emergency treatment will be paid as a separate service only if no other covered service was rendered during the regular office hours or after hours visit.

##### **X-rays:**

One complete series (with or without bitewings) in any thirty-six (36) consecutive month period is a covered dental expense. A panoramic (single film) is a complete series. One charge for bitewing X-rays in any six (6) consecutive month period is a covered dental expense. A maximum of twelve (12) periapical radiographs in any thirty-six (36) consecutive month period is a covered dental expense.

##### **Dental Prophylaxis (with or without oral examination):**

Only one dental prophylaxis in any six (6) consecutive month period is covered dental expense.

##### **Fluoride Treatments:**

Treatment is limited to dependent children under age nineteen (19). Only one dental service for fluoride treatments in any twelve (12) consecutive month period is a covered dental expense.

##### **Sealants:**

Topical application of sealants is limited to persons under fourteen (14) years of age. Only one treatment per tooth (permanent posterior only) or quadrant during any thirty-six (36) consecutive month period is a covered dental expense.

##### **Space Maintainers:**

Includes all adjustments within six (6) consecutive months after installation. Only the initial appliance for children under age twelve (12) is a covered dental expense.



## MEMORANDUM OF UNDERSTANDING

### BY AND BETWEEN

Pottawattamie County, Iowa, and AFSCME, Local 2364, Secondary Roads employees, effective from July 1, 2007 through June 30, 2009.

It is understood in the event enhanced security provision -- the collection of fair share or agency shop fees from bargaining unit members who are not members of the Union, become authorized by state law, the parties agree to sit down and discuss the provisions of the state law, within thirty (30) days of the effective date of the applicable legislation.

For the Union

Raela Baird Rightsell

For the County

Mary Dairs

Date: 7-11-07

Date: 7/11/07